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SECTION 6
PERSONNEL
SECTION 6.1 CREW, METHOD OF ENGAGEMENT
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SECTION 6.3
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<b>DOCUMENTS / CERTIFICATES OF JOINING STAFF</b>



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### **SECTION 6.4**

# **ONBOARD FAMILIARISATION TRAINING**

# **6.4.1 SAFETY FAMILIARISATION**

All persons joining the vessel shall be familiarized with the Life saving and Fire Fighting appliances onboard the vessel. This shall be documented using "Safety Familiarisation Checklist" **QMS - 11**. The original is to be filed on board for the records and a copy should be forwarded to Head Office as part of the monthly QMS mail.

The Safety Familiarisation must be done for every new person joining the vessel including all crew, visiting Superintendents, supernumeraries, such as families and technicians, cargo surveyors, etc. by the safety officer or a senior officer.

The Safety Familiarisation must be carried out within 24 hours of joining the vessel or before the vessel sails from the port, whichever is earlier.



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#### 6.4.2 SHIPBOARD FAMILIARISATION WITH DUTIES / EQUIPMENT

Any Officer or crew who joins the vessel newly must be given a period of familiarisation during which time he shall be suitably instructed by the respective Head of the Department, about the use and operation of the machinery(s) and equipment(s) he is likely to handle, as well as about his specific duties and responsibilities. During such period, the joiner shall be taken around the various areas of the vessel and demonstrated the use of safe handling of the equipment(s) and necessary guidance rendered.

Record of familiarisation with equipment / machinery, duties & responsibilities form **QMS - 13** is to be used for this purpose. The original is to be filed on board for the records and a copy should be forwarded to Head Office as part of the monthly QMS mail.

This familiarisation must be carried out as soon as practicable, 3 days for an Officer and 2 days for ratings. In any case, this familiarisation shall be completed prior assigning an independent watch to the new joiner.



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### 6.4.3 CHECKLIST FOR OFFICER'S FAMILIARISATION

Once a new joining Officer has been familiarised as described above in 6.3.1 and 6.3.2, he shall be allowed a period of two weeks within which he is expected to familiarise him thoroughly with all aspects of the vessel's safety and operational systems. He shall read all Company's manuals, attend various drills, etc.

The Checklist for officer's familiarization form **Qms – 12** shall be completed within two weeks of joining the vessel. The original is to be filed on board for the records and a copy should be forwarded to Head Office as part of the monthly QMS mail.

6.4.4	VIDEO TRAINING PROGRAM	
6.4.4.1	TRAINING VIDEOS	
6.4.4.2	RECORD OF TRAINING	
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	<u>SECTION 6.6</u>
	METHOD OF DISCHARGING



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SECTION 6.7		
SHORTHAND WAGES		
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SECTION 6.8		
CENEDAL		
<u>GENERAL</u>		
6.8.1 REPORTS ON PERSONNEL		



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0.0.2	RELIEF CREW, ETC.
<u>6.8.4</u>	PAY AND WORKING CONDITIONS
6.8.5	<u>UNIFORMS</u>



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## Epaulets to be worn are as illustrated below:

MASTER



CHIEF ENGINEER



**CHIEF OFFICER** 



2<sup>ND</sup> ENGINEER



2<sup>ND</sup> OFFICER



3<sup>RD</sup> ENGINEER



3<sup>RD</sup> OFFICER



4<sup>TH</sup> ENGINEER



CADET



**ELECTRICIAN** 





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6.8.6 WELFARE	
6.8.7 FORMATION OF OFFICER'S CLUB	
6.8.8 LAUNCH SERVICES	



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6.8.9 CONDUC	CT OF CREW
6.8.10 INTOXI	CATING LIQUOR
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6.9.11 DDOM	OTION OF OFFICERS



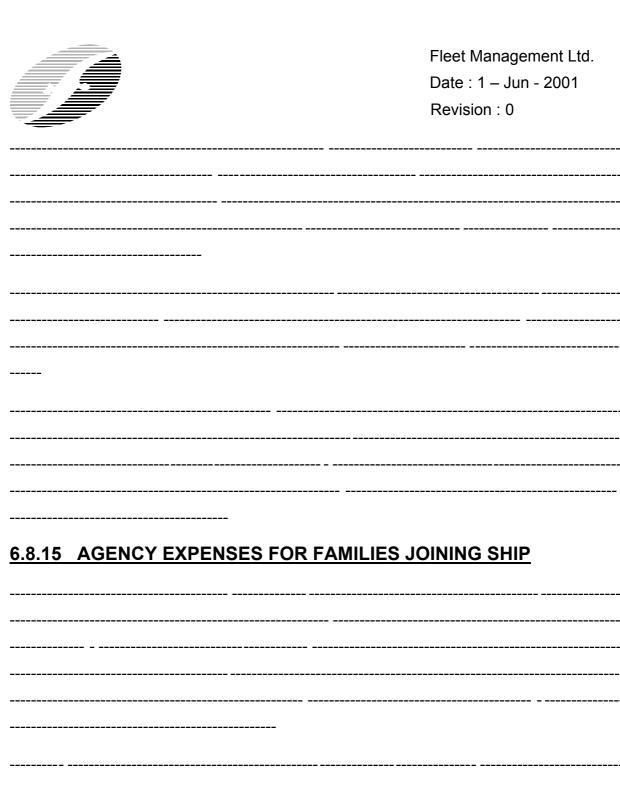
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<u>6.8.12</u>	REQUEST FOR FAMILY CARRIAGE PERMISSION



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6.8.13 VISA REQUIREMENTS FOR FAMILIES JOINING SHIP
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6.8.14 TRAVEL ARRANGEMENTS FOR FAMILIES



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6.8.16	WIVES ON BOARD SHIP
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6.8.18	PRESENCE OF MASTER ON BOARD IN PORTS
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SECTIO	ON 6.9 PROMOTION ORIENTATION PROGRAM FOR OFFICERS



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